

# ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/08/16 : CIA-RDP93B01194R001000240003-2

30 July 1981

## Classification Review Procedure

CRP 81-12

Reference: CRP 79-29

### PROCESSING AND RECORDING OF CLASSIFIED DOCUMENTS

#### OVER 20 YEARS OF AGE NOT REVIEWED BY CRD

1. Executive Order 12065 requires that any CIA document over 20 years of age which retains a security classification must be certified by the DCI, even if that classification is lower than the original classification. All such documents should also be recorded in the DARE system.
2. CRD periodically receives these documents, which we have not previously reviewed, as the component responsible for taking these actions. The majority of these documents requiring DCI certification and DARE processing are those which surface as a result of the Freedom of Information Act (FOIA) appeals and litigation. These are forwarded to us by the OIS/Information and Privacy Division (IPD). We also receive from IPD documents forwarded to the Agency by the Presidential Libraries, or other elements of the National Archives and Records Service, under the mandatory review provisions of Executive Order 12065. IPD acts as the clearing house for all such Executive Order requests; the actual review and reclassification action is performed by the Agency component which originated or issued the document, or which is recognized as the present responsible authority. Thirdly, we receive on occasion, directly from IMS/DO, documents which have been surfaced as a result of litigation (usually by a discovery motion) which have been subjected to a classification review by IMS.
3. When the documents are received, the Division Secretary will record in a special log a description of the documents, the IPD case number, and the requester (or litigant case name). The Division Chief will assign them to a Branch, and the Branch Chief in turn will assign them to a reviewer who is responsible for (a) preparation of a Form 4023A on each document, and (b) preparation of certification correspondence.
4. The reviewer will complete the 4023A in the usual manner except for three fields -- the job/box/folder, the reviewer number, and the review coordination field.

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The reviewer will obtain an Agency-Wide (AW) job number from the Information Control Assistant, who maintains a log of these numbers. The box number will be 0001, the folder number 001, and documents in the package will be numbered in sequence. Most documents sent to CRD have an attached DO form called "Request for Certification of Continued Classification." The employee number of the analyst responsible for the classification action is found on the bottom line of the form. This employee number (and not the CRD reviewer's) should be entered in the "reviewer" field of the 4023A. Since the 4023A record will be rejected by the computer if the analyst's employee number is not carried in the DARE Declassification Master File Description, the CRD reviewer should check his personal copy of the Master File machine listing. If the employee's number and name are not carried in the listing, he must give them to the Information Control Assistant who will forward them to the DARE programmer in Information Technology Branch, RMD, for entry into the Master File. (Note: The employee number on the DO form, "Request for Certification of Continued Classification," does not necessarily belong to the person named on the line "Classification Review Officer" immediately above it. The DO analyst may be covert, therefore the name of the DO/CRO, an overt employee, will appear on every one of the forms, irrespective of the actual reviewer. It will be necessary to obtain the actual reviewer's name from Personnel. Use the green phone as names and employee numbers together are classified.) Finally, enter the IPD case number in the review coordination field, when that applies.

5. The CRD reviewer will also have to prepare two draft memos. The first is the DDA's transmittal memo to the DCI forwarding the list of documents for which the Agency requests certification of the need for continued classification. This memo must provide the reason(s) why continued classification is necessary. The second draft is the certification itself. The signed certification will be returned to CRD for retention. Samples of both types of memos are attached, and others may be found in CRD files under "DCI Retention of Classification." Because this file is the Agency's official record of these actions and is of legal consequence, it may not be removed from the front office.



Chief, Classification Review Division

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Attachments:

Samples of Memoranda

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